

**PLACER COUNTY**  
**COMMUNITY DEVELOPMENT/RESOURCE AGENCY**  
**PLANNING DEPARTMENT**  
11414 B Avenue, Auburn CA 95603  
Telephone: 530-886-3000/Fax: (530) 886-3003  
Web Page: <http://www.placer.ca.gov/planning>

**PRE-DEVELOPMENT MEETING PACKAGE**

**1. Pre-development Meeting Request Form**

**2. Site Plan Requirements**

**When is a pre-development meeting required?**

A pre-development meeting is required prior to submitting an Environmental Questionnaire (EQ) for any of the following: Conditional Use Permits, Major Subdivisions (over 4 lots), General Plan Amendments, Rezonings and Specific Plans.

**Can a pre-development meeting be scheduled if not required?**

Yes, an applicant can request a voluntary pre-development meeting when the project does not fall within the categories above (for example, Minor Use Permits, Variances, etc.). The information provided by staff may be less detailed at a voluntary meeting, particularly if an Environmental Questionnaire will not be necessary.

**Who attends pre-development meetings?**

The applicant and/or representative will meet with staff from the Planning Department, Building Department, Engineering and Surveying Division, Facility Services, Environmental Health, and Air Pollution Control District.

**What is the purpose of the pre-development meeting?**

To advise and inform applicants of the procedural and substantive requirements of obtaining a permit for a new development project.

**What happens after the meeting?**

It is the responsibility of the applicant or their representative to gather all pertinent information (based on the various department checklists provided at the pre-development meeting) needed to submit a complete application.

**COST:** The fee for a pre-development meeting is \$\_\_\_\_\_ and shall accompany the Pre-Development Meeting Request Form. Checks may be made payable to the Placer County Planning Department.

Important facts to remember:

- ✓ The cost of the pre-development meeting will be applied toward the cost of the application fee, if the application is made within one year of the pre-development meeting.
- ✓ The more detailed information you provide in advance, the more detailed information you will receive at the pre-development meeting.
- ✓ The information provided at the pre-development meeting expires one year after the date of the meeting.

**THIS IS NOT AN APPLICATION. ADDITIONAL DETAILED  
INFORMATION WILL BE REQUIRED WITH THE ENVIRONMENTAL  
QUESTIONNAIRE (EQ).**

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**PRE-DEVELOPMENT MEETING REQUEST FORM**

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**FOR INTAKE, STAFF USE ONLY**

**File #** \_\_\_\_\_

Mandatory ☐ Yes ☐ No

Environmental Questionnaire (EQ) Required ☐ Yes ☐ No

Fee Paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Received: \_\_\_\_\_

Received By \_\_\_\_\_ Zoning \_\_\_\_\_

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**APPLICANT: Complete all sections below that apply. Please print legibly.**

Applicant Name \_\_\_\_\_ Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner's Name \_\_\_\_\_ Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

APN (s) \_\_\_\_\_

Project Proposal \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Development Site Address or Location \_\_\_\_\_

Cross Street \_\_\_\_\_ Sq. ft./Acreage \_\_\_\_\_

**Attach one copy of Assessor's Page with parcel identified.**

**Attach fourteen (14) 8.5 x 11 inch conceptual site plans of the project (or larger and folded to same size).** The plan must be clear, legible, and reproducible, and must include the following information:

- Subdivisions - Conceptual layout of proposed subdivision design (approximate location of lots, roads, etc.).
- Commercial projects - Existing and proposed structures (gross floor area) and parking areas.
- Approximate area of the parcel (in square feet or acres).
- All existing and proposed streets and/or parking areas.
- Approximate location of all creeks.
- Appropriate location of trees.
- North arrow and approximate scale of drawing.
- Vicinity map which shows the location of the subject property, in relation to existing County roads and adjacent properties, sufficient to identify the property in the field for someone unfamiliar with the area. The distance of the closest intersection of County roads should be shown to the nearest 1/10<sup>th</sup> of a mile.

**Copies of the plan will be forwarded to other County departments involved in the pre-development meeting. Conceptual building elevations must be submitted for design review requests.**

**Please complete this chart. Write "N/A" if a specific description does not apply to the proposal.**

<b>ALL PROPOSALS</b>	<b>EXISTING</b>	<b>PROPOSED</b>
Uses and structures on property		
On-site parking		
Hours of operation		
Number of employees		
Number of residents		
Number of clients/users		
Square footage		
Number of stories		
Number of residential units		
Streets providing site access		
Water supply: If groundwater, is there known contamination? <b>Y N</b>		
Sewer Connection: Does project propose to connect to a public sewer system? <b>Y N</b>		
Sewage disposal: If on-site treatment and disposal is proposed, has soil testing been performed: <b>Y N</b> If Yes, when (date):		
Public use canal or waterway on site		
Other streams on site		
Underground storage tanks		
Is project a sensitive noise receptor (e.g. residential, school, offices)? <b>Y N</b> If Yes, what is nearby? What is noise source?		
Hazardous substance use		
Identify past/proposed land uses, i.e. industrial/commercial, agriculture, mining		
What are the surrounding land uses?		
<b>LAND DIVISIONS</b>		
Number of lots		
Types of housing		

List any specific questions that you want answered at the pre-development meeting:

1.

2.

3.

4.

5.

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INFORMATION WILL BE REQUIRED WITH THE ENVIRONMENTAL  
QUESTIONNAIRE (EQ), IF APPLICABLE.**